

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities and a high quality of life for your family and friends. Enjoy living and working where you would come to vacation.

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**BENEFITS:** *Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

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## TO APPLY

Provide Mono County application and resume to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

## DISTRICT ATTORNEY II/III

**At Will position**

**Deputy District Attorney II: \$8,336**

**Deputy District Attorney III: \$8,955**

**Open Until Filled**

**1<sup>st</sup> Application Review: 11/6/2013**

***Equal Employment Opportunity Employer***

## THE POSITION

The person selected for this challenging position will, under direction, perform legal work of a routine to complex nature in the prosecution of criminal cases as well as the enforcement of quasi-criminal cases. They will also help train and advise law enforcement officers on applicable laws, court decisions, and legal authorities. Most important function of this position is to serve as a trial attorney and perform related legal work as required. The successful candidate will possess a understanding of criminal law and procedure, understand principles and practices of legal research, investigation, courtroom procedure and protocol and have a good grasp of the rules of evidence. The ability to perform legal research, define issues, analyze and evaluate alternatives; present statements of fact, law and arguments clearly and logically; organize and manage a dynamic workload and work cooperatively with the public and law enforcement agencies is required.

- Criminal prosecution duties include: Receives and reviews complaints for misdemeanor and felony cases; examines evidence, interviews witnesses, and investigates the scenes of crimes; determine whether or not a crime has been committed and if evidence justifies prosecution; conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work; requests investigative assistance to secure evidence or makes personal investigations as necessary; appears in court with complaints and tries cases, presents evidence; confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges; performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases; prepares trial briefs; researches questions of law.
- Civil prosecution duties include the following: Receives and reviews reports, and coordinates with staff on matters including but not limited to Code Enforcement, Public Administration, Conservatorship and Guardianships, and Revenue Recovery. Conducts legal research; civil discovery; prepares pleadings; appears in court as necessary; conducts trial; presents evidence; confers with judges and/or opposing counsel; prepares trial briefs and all other duties relating to the above areas of law. Must be prepared to initiate and handle related criminal matters; maintain confidentiality.

## QUALIFICATIONS

- **Deputy District Attorney II:** Minimum: Active membership in the State Bar of California. Possession of a driver's license valid in California. Three (3) years of professional legal experience comparable to that of a Deputy District Attorney I and a minimum of ten (10) to fifteen (15) jury trials, a combination of misdemeanor and felony cases.
- **Deputy District Attorney III:** Minimum: Active membership in the State Bar of California. Possession of a driver's license valid in California. Five (5) years of professional legal experience comparable to that of a Deputy District Attorney II and a minimum of twenty (20) jury trials, a combination of misdemeanor and felony cases.
- **Special Requirements:** Must be a member in good standing of the California State Bar Association at all levels.
- Proof of Bar membership required.

**Knowledge of:** The Penal Code and other California statutes; Judicial procedures; Principles of Criminal, Constitutional and Administrative Law; Legal research methods; California Civil code, Code of Civil Procedure, Probate Code, Administrative Law and other California statutes and their application to civil law; Canons of professional ethics of American Bar Association and related provisions of California State Bar Association.

**Ability & Willingness to:** Analyze facts and apply legal principles and precedents; Develop legal issues and present clear and logical arguments and statements; Prepare and present criminal and civil cases at all levels of the court system. Effectively represent the DA's office in contacts with public, community organizations, law enforcement agencies. Maintain effective working relationships.

## THE EXAM PROCESS

The examination process will consist of a review & competitive evaluation of the required knowledge & abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral examination (weighted 100%), which also may include a related work performance exercise. If a large number of applications are received for this recruitment, only the most qualified applicants will be invited to participate in the examination process.

### ***SUPPLEMENTAL QUESTIONNAIRE***

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions & your employment application will be thoroughly evaluated in order to determine the most suitably-qualified applicants to be invited to the oral examination. It is expected that you will be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, preferably typed, & submitted with your completed employment application.

Supplemental Question: Describe trial experience.

***Please provide the following information:***

**The exam process includes an application, resume, and a summary of your trial experience.**

The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.



